

(July-December '59)

Chief, Management Staff

2 October 1959

Chief, Records Management Staff

Weekly Report for week ending 30 September 1959

1. Contributionsa. Tangible

- (1) Three offices transferred 64 cu. ft. of inactive records to the Records Center.
- (2) The Center destroyed 32 cu. ft. of records leaving 633 cu. ft. to be burned.
- (3) Completed five new and six revised forms.

b. Intangible

- (1) Set-up three special files for Supply Branch, Medical Staff. Destroyed eight cu. ft. of obsolete and inactive records. Project complete.
- (2) New Building Project - Records Control Schedule completed.

2. Assignments - Activea. Forms

- (1) Fourteen new and eleven revised forms.
- (2) Teletype Dissemination Information Reports and Systems.
- (3) Revision of Dispatch Forms.  
[redacted] is studying the case. He will discuss it  
[redacted]
- (4) Improved Management of Stocked Forms.
- (5) New Building Project.
- (6) Expediting Printing of Information Reports.
- (7) Courier Receipt and Log Record and Agency Multi-purpose Envelope.

25X1  
25X1

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**(8) Improvement of Quality of Information Reports.**

We are investigating a report of FE/DEP that field offset masters are not performing satisfactorily. Preliminary findings have prompted us to authorize sending a supply of newly manufactured offset masters to [redacted] on a 25X1 basis.

**b. Shelf Filing**

(1) Office of Personnel.

(2) Contact Division [redacted]

25X1

(3) Office of Security.

(4) Office of Training.

[redacted]  
(6) Office of Communications/ITT Staff

(7) JER/Map Library.

**c. Filing Systems**

(1) Medical Staff. See 1 b (1).

(2) SR/DE/P.

Project was approved. Cabinets were ordered and installation of system started.

(3) Watch Office.

(4) General Counsel.

(5) [redacted] Subject-Numeric Filing System was installed and is in use.

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**d. Records Control Schedules**

(1) Executive Registry.

(2) FI Staff.

(3) New Building Project. See 1 b (2).

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[redacted]

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**g. Special Projects**

- (1) Revision and Recoder of Overnight Storage Boxes.
- (2) DD/P Support Records.
- (3) Predecessor Agency Records.
- (4) Entrance-On-Duty and Refresher Training Workshop in Filing.
- (5) Demonstrator Film on Subject-Matter Systems.
- (6) Physical Consolidation of VM and Records Center.

**3. News**

- a. Conducted the Records Management exhibit at the Intelligence Products Exhibit. OIS adapted our suggestion that visitors to the Exhibit be conducted in groups from booth to booth - during the first half of the Exhibit.
- b. Most members of the Staff attended the Office Equipment Manufacturers Institute held at the D. C. Armory.
- c. [redacted] I attended the GSA Regional Directors Meeting held at the Naval Gun Factory.
- d. [redacted] I discussed the CS Vital Materials program [redacted] We also briefed him on the Agency Vital Materials program.
- e. We have complained to Chief Printing Services Division that on occasion GPO has changed our forms specifications without checking back with us. As a result of GPO errors needless expense was incurred and many incorrect forms had to be destroyed. At present time, we are having trouble getting proofs and delivery on the Courier Receipt Form. We have asked C/P&D to correct these situations or allow us to by pass GPO on all specialty type forms.

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